

Coon Rapids Baseball

Bylaws

Last updated – August 11th, 2024

ARTICLE I – MISSION AND PURPOSE

MISSION: Our mission is to support athletes who live within the city of Coon Rapids boundary in developing advanced baseball and teamwork skills and provide the opportunity to compete with other players of similar abilities at their highest competitive level. We strive to create an environment for Coon Rapids players to learn, grow and develop together.

The purpose of the Coon Rapids Baseball (hereafter known as CRB) shall be to promote and operate baseball programs for youth residing within the attendance area of the City of Coon Rapids. Deviation from the eligibility area will require approval by the CRB Board of Directors (hereafter known as Board). CRB is organized exclusively for charitable purposes with the meaning of section 501(c)(3) of the Internal Revenue Code.

ARTICLE II – MEMBERSHIP

Membership is granted to each family with payment of annual baseball fees. Board members must reside within the attendance boundaries of Coon Rapids High School or have a child in the Coon Rapids High School attendance area. Deviation from the eligibility area will require approval by the Board. The program year will be defined as commencing September 1st and terminating on August 31st of each year. The right of a sustaining member will be to vote at any general membership meeting called in accordance with the bylaws.

Each family unit represents one member and shall have one vote.

ARTICLE III – BOARD OF DIRECTORS

SECTION 1 – Board Membership

The Board shall consist of a maximum of eighteen (18) members. At a minimum, the Board will consist of the elected officer positions of President, Vice President, Secretary and Treasurer. In addition, the Board may include a Tournament Director, Equipment Director, Fundraising Director, Tryouts Director, Competitive Director, Coaching Director, Registration Director, Information Director, Maintenance Director and Recruiting Chair. All officers and directors will be voting members of the Board. In addition, the Board may include General Members including Members at Large and a Little League Liaison. With the exception of the General Members, the term will be two years. The General Members will serve a one-year term. Each person elected or appointed to a position shall assume office upon election or appointment and shall serve until a successor is chosen. Any vacancy shall be filled by a Board appointment by the President. The person appointed to

fill the vacancy shall fill that vacancy on the Board only for the balance of the regular term for the position. Such a person may then be elected for an appropriate full term.

SECTION 2 – Removal of a Board Member

A Board member may be removed for failing to carry out expected duties or for having conduct detrimental to CRB. In order to remove a Board member, a written complaint must be presented to the Board. The complaint will be reviewed and investigated by members of the Board. If there is sufficient justification, a hearing before the full voting Board will be held. The simple majority vote of the Board is required for the dismissal of a Board member. A Board member may also be dismissed without a written complaint for three (3) unexcused Board meeting absences within a membership year.

SECTION 3 – Resignation

Any Board member may resign at any time by giving written notice to the President. The resignation will take effect on the date agreed upon by the affected Board member and President.

SECTION 4 – Background Check

All Board members with direct access to Board finances will be required to complete a background check. It is the intent of CRB to deny any person who has been convicted of a crime involving misuse of monies from serving on the Board in this capacity. The background check must be updated annually.

The Board will ensure that all coaches and any other program-related roles as deemed necessary who have direct access to CRB youth will be required to complete a background check. It is the intent of the Board to deny any person who has been convicted of a felony, crime involving a minor and/or lesser offense crime that may lead to harm to a minor from serving on the Board in this capacity. The background check must be updated annually. In addition, the Board will ensure that all head and assistant coaches and officials are in compliance with required training, such as concussion or any other safe sport training.

ARTICLE IV – ELECTED OFFICERS

SECTION 1 – Number

The officers of this organization shall consist of elected individuals, which include the President, Vice President, Secretary and Treasurer.

SECTION 2 – Election and Term of Office

The positions of President, Vice President, Secretary and Treasurer shall be elected by the board. Officers will be staggered for each election year on a rotating basis. Effective with the board election or appointments in 2024, the initial expiration of terms of office (not tenure) for the following positions shall be as set forth hereafter. Officers currently serving may continue their term to the date below or resign whereby a new appointment will be made to fill the vacancy.

President	2024 and even years following (2026, 2028, 2030, etc)
Vice President	2025 and odd years following (2025, 2027, 2029, etc)
Secretary	2024 and even years following (2026, 2028, 2030, etc)
Treasurer	2025 and odd years following (2025, 2027, 2029, etc)

The term of office shall be two years. Each person elected or appointed to a position shall assume office upon election or appointment and shall serve until a successor is chosen. Any vacancy shall be filled by a Board appointment by the President. In the event the President position is vacant, a Board vote will be required for appointment. The person appointed to fill that vacancy shall fill that vacancy on the Board only for the balance of the regular term for the position. Such a person may then be elected for an appropriate full term.

SECTION 3 – Removal

Any officer elected or appointed may be removed from office by a majority of the membership present at the meeting whenever, in its judgment, the best interests of the organization will be served thereby. The process to remove an officer will follow Article III, Removal of a Board Member.

SECTION 4 – Resignation

Any officer may resign at any time by giving written notice to the President. If the President is the officer resigning, they must provide written notice of their desired resignation to the Vice President. The resignation will take effect on the date agreed upon by the affected Board member and President or Vice President, as appropriate.

SECTION 5 – Vacancies

Any vacancy in any principal office because of death, resignation, removal, disqualification or otherwise shall be filled by appointment by the President. In the event the President position is vacant, a Board vote will be required for appointment.

SECTION 6 – President

The President shall act as the principal executive officer of the organization and subject to the control of the Board and membership. The President shall: a) supervise all business and affairs of the organization; b) preside at all meetings of the membership and the Board; c) serve as tie breaker; d) report to CRB Executive Board of Directors.

SECTION 7 – Vice President

The Vice President shall perform the duties of the President in the event of the inability of the President to act and when so acting, shall have all the powers of and be subject to all the responsibilities upon the President. The Vice President shall act as liaison between committees and the full Board. Other duties may be assigned by the Board. Lead baseball

or business operations. President does the opposite.

SECTION 8 – Secretary

The Secretary shall perform all duties incident to the office of Secretary and other duties may be assigned by the Board. Minutes of the meetings will be recorded, and copies maintained by the Secretary. Copies will be distributed to Board members. The Secretary shall also hold the official papers of the association, including the bylaws and policy manual. Upon completion of term of office, the Secretary shall deliver all books, papers and reports as appropriate to the Board.

SECTION 9 – Treasurer

The Treasurer shall be a liaison between the Board and CRB Executive Board of Directors and be responsible for all funds of the traveling baseball organization, receive and give receipts for monies due and payable to the traveling baseball organization from any source whatsoever and deposit all such monies in the name of the traveling baseball organization. The Treasurer shall in general perform all duties incident to the office of Treasurer and other duties may be assigned by the Board. Upon completion of term of office, the Treasurer shall deliver all books, papers and reports as appropriate to the Board.

ARTICLE V – MEETINGS

A general membership meeting shall be held annually in August at which time elections will be held for all open positions. At the request of at least 10% of the membership, a special meeting will be called by the President or Board of Directors.

A special meeting of the membership for any purpose may also be called by the President or CRB Executive Board of Directors.

The business transacted at a special meeting is limited to the purposes stated in the notice of the meeting. The affirmative vote of the majority (minimum 51%) of the membership present shall constitute an act of the membership.

A quorum for any Board meeting shall consist of a minimum of two thirds of the Board members. If a quorum is present, the affirmative vote of a majority (minimum 51%) of Board members present shall constitute an act of the Board.

The Board will generally meet monthly and a minimum of ten times annually. Additional meetings may be scheduled as necessary. Meetings will be held at a designated location within the attendance area of Coon Rapids High School determined by the President. Written notice of time and place of all meetings shall be available to each member with a minimum 48-hour notice. All meetings shall be open to the public and posted on [Coon Rapids Baseball](#).

During a regular or special board meeting, there may be times where sensitive or confidential information may be discussed. The Board can vote to go into a closed session. If the vote for closed session is passed, all non-Board members will be excused until the Board votes to end the closed session. Minutes shall state that the Board voted to go into closed session. Minutes will be taken during the closed session but will only be made

available to the Board members for future reference upon request.

ARTICLE VI – STANDING COMMITTEES

EXECUTIVE COMMITTEE

The Executive Committee shall consist of President, Vice President, Treasurer, and Secretary. The President is designated as the Chair. The Executive Committee shall have the authority and power to act for the Board between meetings regarding time-sensitive matters. At the next regular or special meeting of the Board, the Executive Committee shall make a report of its activities since the last Board meeting; however, any action upon which a third party may have relied may not be modified or rescinded.

FINANCE COMMITTEE

The Finance Committee shall consist of, at a minimum: the President, the Vice President and may include the Fundraising Director, and the Equipment Director as members. The Treasurer is designated as the Chair. The Finance Committee is responsible for submission of the budget and oversight of the financial reports.

ARTICLE VII – SPECIAL COMMITTEES

The President or the Executive Board of Directors may establish special committees as needed. Actions of special committees are subject to approval of the Board. The special committee shall establish rules and regulations and operate the specific activity under its jurisdiction. The President shall have final jurisdiction. You do not need to be a board member to be on a committee.

ARTICLE VIII – BYLAW CHANGES

Any article may be changed upon approval of the Board and a majority of the membership present at a scheduled general meeting provided the incorporation status of the Association is not altered. Two (2) weeks minimum advance notice to all membership is required before any changes can be made to the bylaws.

ARTICLE IX - INDEMNITY

CRB Executive Board of Directors or CRB Baseball shall indemnify and hold harmless any director or officer from any suit, damage, claim, judgment arising out of or asserted to arise out of the conduct of such person in their capacity of director or officer except in cases involving willful misconduct. The indemnification provided under this section shall comply with and follow the requirements as provided by the statute. The Board shall have the power to purchase or procure insurance for such purposes.

ARTICLE X – Disciplinary Review Process

The purpose is to ensure that we maintain the unity of our association by administering

policies and procedures, supporting a positive culture for all players while focusing on development. The rules and processes of this section apply to all members of the Association for all CRB sanctioned activities. The rules and processes of this section are enforceable to address violations of the rules and policies of CRB.

Violations are not limited to infractions incurred during the play of a baseball game. Reported violations committed by any player, coach, parent or association member will be reviewed to determine if disciplinary action is warranted.

Any action by a person or persons which hinders the ability of any team, its members or Board of Directors from freely carrying out their intended activity is considered a violation of CRB policies.

Review Panel

The review panel will be made up of 3 members established by the CRB Executive committee prior to the beginning of each season of baseball and the panel may be amended at any time by the Executive committee overall or for any individual specific situation that may arise. All reported violations will be investigated and reviewed by the Review Panel (hereafter referred to as “the Panel”). If a panel member has a conflict of interest or if the disciplinary review pertains to a team which the panel member is involved with, it is expected that the panel member be substituted with a member with no involvement. In the event of an emergency where one panel member is unavailable a member of the executive committee will fill in.

The Panel will recommend any warranted action to the CRB Executive Committee and the CRB Executive Committee will determine the final action. The Panel will notify the Executive Committee of any and all disciplinary action issues and recommendations. These may include but are not limited to: suspension of a player, suspension of a coach or revocation of member participation in any CRB activity. Any issue that considers the termination of Association membership is an Executive Board decision and will not be handled or reviewed by the panel.

Review Process

In the event of any CRB violation, the following process will be executed:

A. Complaints or issues of concern must be submitted in writing in a timely manner to ensure consideration by the Panel. It is imperative that written reports include all known pertinent facts regarding the incident.

B. The Panel will meet (in person or by remote conference) within seventy-two (72) hours after receipt of a complaint or report of incident.

C. The Panel will notify all persons involved that the disciplinary review process is being initiated regarding the complaint or report of incident. Any review involving a minor must have a parent or guardian present. The panel will ensure that the person(s) for which the complaint is against is provided the opportunity to meet with the panel or allow for a

written response to be submitted. The response must be given within 72 hours following notification of the complaint. Should it be warranted, the Panel may recommend to the Executive Committee a suspension of the individual or individuals from participating in or attending any sanctioned Association activity until the disciplinary investigation and review is completed.

D. The complaint or report of incident will be reviewed, recommendations will be made to the Executive Committee, and a course of action then determined. The Executive Committee must respond to the recommendation within forty-eight (48) hours.

E. The Panel will provide written notification of any disciplinary action approved by the Executive Committee to the affected individual(s) within forty-eight (48) hours of a decision being rendered.

Appeal Process

Appeals to disciplinary action administered by the Panel must be submitted to the Association President in writing within ten (10) days of receipt of the disciplinary action notification.